**5th Grade Language Arts  
Assignment: Thank-you Letter**

Write a thank-you letter to Mr. Spittle for his visit to our class. Use pages 23-25 in your *English Workshop* book to guide you through this process.

**PREWRITING**

Step 1: **Define** the favors Mr. Spittle did for us…

Step 2: **Describe** details from Mr. Spittle’s visit…

1. **the part you liked best**
2. **how you will use something you learned from his talk**
3. **why it was special to you or how it helped you**

Step 3: **Pay a compliment** to show your appreciation….

**WRITING**

Step 1: Write the **body** of the letter first.

1. **Thank** Mr. Spittle for visiting our class and…
2. Mention at least one **specific detail** about his visit (see your PREWRITING notes).
3. End by thanking him again or, better, **paying a compliment**.

Step 2: Fill in the other blanks in the letter form: heading (your address and today’s date), salutation (addressed to Mr. Spittle), closing (choose from closings such as Sincerely, Best Wishes, Best Regards, Appreciatively, etc.), and signature (your name).